



**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, JANUARY 6, 2010**

1. The meeting was called to order at 5:03 p.m. by Board President Avonnet Peeler
2. **ROLL CALL:** President Avonnet Peeler, Vice President Peter Horikoshi, Board Members Dean Batchelor and Linda McHugh

ABSENT: Board Member Roberto Rocha

STAFF PRESENT: Executive Secretary Karen Willis, Chris Low and Jill Kovacs, Senior Management Analysts

3. **MINUTES:** The minutes of the regular meeting of October 7, 2009 were presented for Board approval. Board Member McHugh moved to accept, Board Member Batchelor seconded, and the motion was carried by a 4-0 vote.

4. **CONSENT CALENDAR:**
SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR THE MONTHS OF **OCTOBER, NOVEMBER, AND DECEMBER 2009.**

4-A ELIGIBLE LIST ESTABLISHED	DATE ESTABLISHED	EXAM NO.
Assistant City Clerk	12/9/2009	209-30PR
Custodian	12/2/2009	209-36PR
Deputy Fire Chief	11/20/2009	209-35PR
Energy Resources Analyst	11/9/2009	209-15
Police Lieutenant	12/3/2009	209-29PR
Police Officer (Academy Graduate or Lateral)	(SEE ATTACHED LIST)	209-33
Storekeeper	11/5/2009	209-28PR

4-B ELIGIBLE LIST EXPIRED/CANCELLED/ EXHAUSTED	DATE ESTABLISHED	EXAM NO.
Line Superintendent	8/13/2009	209-18PR
Police Officer (Lateral)	2/2/2008	208-06
Senior Account Clerk	8/27/2009	209-19PR
Sr Energy Resources Analyst	7/2/2009	209-10PR
Utility Systems Analyst	7/31/2009	209-16PR

- 4-C **LIST OF SPECIFICATIONS:**
New Classification Specifications:
Controller
Property and Evidence Technician

Member McHugh asked about the list of names for Police Officer and why this list was being presented to the Board in this manner. Chris Low stated that this is the first time the City has used the new system regarding the continuous postings of police officer positions. Executive Secretary Willis asked if in the future as new names are added, what would the Board see, the entire list or only the newly certified names? Chris Low responded that only the new names would be certified to the Board. Member McHugh stated that she thought this seemed like a good list. Chris Low stated that it is a good list but there are other steps that must be taken such as the background check which may potentially eliminate many of the names.

Vice President Horikoshi moved to accept the consent calendar. Member McHugh seconded and the motion passed by a 4-0 vote.

5. REGULAR AGENDA ITEMS

5-A Activity Report Period of September 1, 2009 – November 30, 2009

Executive Secretary Willis explained that she had inadvertently left out the Activity Report from their packet. It was handed out to the Board. Member McHugh asked about the reason for the two separations. Staff responded that one was due to a resignation and the other due to a death.

5-B Civil Service Ordinance

Executive Secretary Willis told the Board that the Civil Service Ordinance was passed by Council and had a new number. It has since been placed on the City website. General discussion ensued regarding the process and how long it had taken for this ordinance to be updated.

5-C Update on Reduction-In-Force

Executive Secretary Willis updated the Board on the status of the lay-offs at the Golf Complex. She stated that eight employees were separated, one got another job with the City and one decided to retire. There is a job opening with Public Works and the City is hopeful that will result in someone else being able to get a position with the City. Those employees laid off are eligible to apply as an internal candidate for one year and are eligible for reinstatement into the position formerly held for two years. Vice President Horikoshi asked if reinstatement was done by seniority and asked if any of these employees had been with the City for a long period of time. Executive Secretary Willis responded in the affirmative regarding reinstatement and Ms. Kovacs stated that some employees had been with the City for over ten years. It was pointed out that the City continues to send notices of City job openings to those who were laid off.

6. ORAL COMMUNICATIONS, NON-AGENDA (PUBLIC COMMENT)

There was no one present from the public.

7. CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM BOARD)

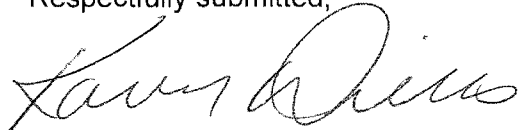
President Peeler asked if the City utilized equivalencies for the qualifications on City jobs and provided an example from the Controller job specification. Jill Kovacs responded that the City does allow for equivalencies with regard to education and experience in most cases. Executive Secretary Willis stated that there are cases where a degree is an absolute such as for an engineer or a librarian and in those cases, equivalencies would not be allowed.

8. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM STAFF)**

Executive Secretary Willis gave a brief update on the budget and stated that the Interim City Manager had met with the bargaining units to let them know that it was her intent to try to maintain the status quo and not have any additional lay-offs. Her plan is to roll the current budget for an additional year. This plan is contingent upon the State of California not taking cuts from the gasoline tax.

9. President Peeler asked for a motion to adjourn the meeting. Board Member Horikoshi moved to adjourn and Board Member McHugh seconded the motion. The motion passed 4-0 and the meeting was adjourned by President Peeler at 5:20 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Karen Willis", is written over a horizontal line.

Karen Willis
Human Resources Director &
Executive Secretary to the Civil Service Board